



EXERCISE 20. COMPLETION HOME ACTIVITY: FIRST-TIME HOME BUYER


 We are going to report the completion of our HOME First-time homebuyer activity. Use <F8> to move quickly through screens that require no change. Use <F9> or <Enter> after making changes.

Completion Activity

1. At the MAIN MENU, go to REVISE ACTIVITY.

 Look at the screen. Note that the quickest way to proceed is to **type** in the HUD activity number. We will use a slower approach. If you have many activities to update, you will want to use the quickest technique.

2. Using <F2>, select the Project under which you set up your HOME-funded first-time homebuyer activity. Press <Enter> as necessary to display the appropriate activity.
3. If necessary, update the “REVISE ACTIVITY” screen, save and move to “PROCESS ACTIVITY” screen.
4. Check the ENVIRONMENTAL ASSESSMENT CODE to see if it needs to be updated to “Completed”. Save and move to the “SET UP ACTIVITY” screen.

 This screen has a feature which allows you to enter in accomplishment data for different years on different screens. You will want to use the <F17> and <F18> keys to find the year you want to update. Consider how this function might be useful to you, especially in multi-year funded activities. Refer to exercise 24A.

5. Find the screen for the appropriate year using the <F17> and <F18> keys. In the ACTUAL field, put in the correct selection (same as for PROPOSED) and the number of units completed (1). Type in (very brief) an accomplishments narrative. Save and move to the “Money” screen.
6. **Type** an “X” next to the program that you want to revise (HOME). If you need to revise the amount of HOME funds estimated for this activity, this is the place! Remember that you will also have to revise the “ACTIVITY FUNDING” screens with the revised funding amounts. Save and move to the “HOME” screen.
7. Select “COMPLETION”, “HOMEOWNERSHIP ASSISTANCE” and move to the “HOMEOWNERSHIP ASSISTANCE COMPLETION” screen.

Use <F1> to check the values for the first two fields. Note that after you have selected a number, IDIS displays the complete response (e.g., “1-4 Single Family” or “Acquisition

Only”). Answer the questions in the next fields. Save and move to the second “HOMEOWNERSHIP ASSISTANCE COMPLETION” screen.

8. **Type** in the information on the HOME Funds used for this activity. Save and move to the “HOME COMPLETION DOWNPAYMENT ASSISTANCE” screen.
9. **Type** in the information on the HOME funds used for downpayment assistance. Save and move to the third “HOMEOWNERSHIP ASSISTANCE COMPLETION” screen.
10. **Type** in the amount of other funds used for this activity. Save and move to the “HOME CHARACTERISTIC DATA” screen
11. Fill in appropriate values. Use <F1> to obtain the values for the various fields. Generally, for first-time homebuyers, the UNIT NUMBER is always “1” and the TEN CONT and SUBS AMT are left blank. In the event that the house being acquired included a tenant in a basement apartment, you would fill out a second line listing UNIT NUMBER “2” and TEN CONT would be the rent paid by the tenant. SUBS AMT would be blank unless the tenant was receiving a rent subsidy. Fill in the rest of the information as appropriate.
12. Return to the “Money” screen.
13. If you are sure the last draw has been processed, press <F7> to return to the “Accomplishment” screen. Change the ACTIVITY STATUS CODE to “Completed” and press <F9> to save the information. Note that the COMPLETION DATE field is now green. Enter the date in the COMPLETION DATE field, press <F9> to save the information.
14. Return to the MAIN MENU.



If the estimated funds have been increased, you will have to go to ACTIVITY FUNDING in order to fund the entire revised estimated amount. If you want to decrease the estimated funds, you must first decrease the funded amount in ACTIVITY FUNDING and then decrease the estimated amount on the “Money” screen.